

# Utah Agricultural Experiment Station Equipment Grant Program 2025

## Background and Purpose

The Utah Agricultural Experiment Station (UAES) requests proposals for capital equipment grants to be submitted to the UAES no later than 5:00 p.m. on **Friday, January 24, 2025**. Capital equipment is equipment that costs more than \$5,000. Requests should be for equipment that would make a significant contribution to the advancement of the UAES priority areas that would otherwise be impossible without the requested equipment.

This program requires a *1:1 match* from non-UAES funding. The Office of Research (OR) capital equipment grant program, due February 28, 2025, also requires a 1:1 match from applicants. It is highly recommended that applicants also plan to apply for an OR equipment grant leveraging UAES equipment funds as match.

Because the OR gives preference to equipment that can be used across units at the University, some equipment needed for UAES projects may be too specialized to compete well for OR equipment grant funding. Consequently, researchers may need to identify alternative funding sources to meet the minimum 1:1 match.

If a UAES equipment grant proposal with an OR match is selected for funding but fails to receive OR funding, the UAES funds will be released to the general UAES equipment pool unless the faculty member can identify an alternative source of matching funds. Equipment should be purchased before the end of FY2024 (i.e., June 30, 2024).

## Eligibility Criteria

All applications must meet the following eligibility criteria:

- The applicant must have an active UAES project and must indicate their UAES project number(s) on the cover page.
- The applicant must be current with all UAES reports.
- Applicants may reapply for UAES equipment grants each year.

## Application

**Formatting:** Times New Roman, 12-point font, with one-inch margins on all sides. Figures and tables may use a reasonably smaller font size, but generally no less than a 10-point font.

**Submission:** Proposals are due no later than 5:00 p.m. on **Friday, January 24, 2025**, without exceptions. Submit your applications electronically at <https://caas.usu.edu/uaes/internal-resources/uaes-grant-support> as a single PDF document assembled in the following order:

### 1. Cover page (PDF form)

- a. Complete the provided cover page form provided.
- b. The cover page must be signed by both the applicant and their department head.

### 2. Narrative (1-2 pages)

- a. Describe the equipment to be purchased and provide justification for why it is needed and how it will enhance the research mission of the UAES.
- b. Provide justification for the cost of the equipment. Provide information on:
  - i. The estimated frequency of the equipment's use.

- ii. The planned location of the equipment.
  - iii. Accessibility of the equipment for other researchers.
  - iv. Describe who other potential users of the equipment would be and their units.
- c. Briefly describe a management plan for operating and maintaining the equipment and who will be responsible for equipment management.
- d. Describe a cost-sharing plan that indicates the source(s) and amount(s) of cost-sharing funds. A minimum 1:1 match from non-UAES funds is expected. If you plan to apply for an OR equipment grant, this should be stated together with the cost-sharing percentages for UAES and OR. For proposals not seeking OR equipment funding, the cost-sharing plan must indicate the source(s) and amount(s) of cost-sharing funds (potential sources include discretionary faculty research funds, departments, colleges, etc.).
- e. The anticipated research impact of the equipment (eligibility for grants, published research, etc.).

### **3. Appendix**

- a. Provide quotes for the purchase of equipment and/or equipment brochures.

### **Evaluation Criteria**

Proposals will be reviewed by the Director, Ken White, and Associate Director, Greg Cuomo, of the Utah Agricultural Experiment Station according to the following criteria:

- The degree to which the proposed equipment will significantly enhance the ability of the UAES to perform cutting-edge research.
- The appropriateness and justification of the budget request.
- The adequacy of the management plan in maintaining and operating the equipment.
- The adequacy of the cost sharing plan. Preference will be given to proposals in which the faculty member(s) demonstrate a financial commitment towards the purchase of the equipment.
- The potential research impact of the equipment.

### **Questions**

For any questions regarding the UAES Equipment Grant Program or how to submit a proposal, please contact Cody Bills, CAAS Proposal Specialist (email: [cody.bills@usu.edu](mailto:cody.bills@usu.edu); phone: 435-757-1929).